

The City of Hoover, Alabama

Request for Access to Public Records

I request to review the following public records of the City of Hoover:

Valid reasons for reviewing public records must be provided so that City officials can analyze the efforts needed to maintain certain public records. This information will also help City officials determine how the City can better serve its citizens. Valid reasons for reviewing the City's public records must also be provided to ensure that these records are safeguarded and to ensure that public employee time is not wasted. The reason(s) that I desire to review these records is/are:

Agreement

This request to review the aforementioned public records of the City of Hoover is made by:

(Please print your name in this space)_____

I agree that I shall not cause harm or damage to any public record. I agree that these records will not be removed from the city's premises at any time. I also agree that I shall return all public records to the City of Hoover official or employee who is designated below as the liaison for the aforementioned public records.

Signature of Person Making This Request

Date

Please return these public records to
(Name of Public Official or Employee):_____

The Space Below is For City of Hoover Official Use Only

_____ Request Approved

_____ Request Denied – Reason(s) Denied:_____

Signature of Authorized City of Hoover Public Official

Date

Copies are available at a cost of \$1.00 per page for the first five (5) pages and \$.50 per page thereafter.

PLEASE LIST A DESCRIPTION OF THE DOCUMENT(S) AND PAGE(S) TO BE
COPIED

[illegible]